

**Office of the President  
California State University, Chico**



**Executive Memorandum 19-008**

**May 13, 2019**

**From:** Gayle E. Hutchinson, President

**Subject:** Discontinuation of the Certificate in Community College Faculty and Adult Education

Upon the recommendation of the Academic Senate and the concurrence of the Provost, I approve the Discontinuation of the Certificate in Community College Faculty and Adult Education, effective fall 2020.

<b>Policy Title:</b>	EM 19-008 Discontinuation of the Certificate in Community College Faculty and Adult Education
<b>Contact:</b>	School of Education
<b>Supersedes:</b>	
<b>Revision:</b>	
<b>Enabling Legislation or Executive Order:</b>	

**Discontinue Graduate Program: See EM 15-005**

**Program Name:** The Certificate in Community College Faculty and Adult Education

Complete only if applicable  
Program named above is:

     Option within \_\_\_\_\_  
(Degree program name)

  X   Certificate

**Rationale:**

Low student demand and lack of qualified faculty (see second page for more history)

**Required Signatures**

**The Department of** School of Education  
**has reviewed and approved this program discontinuation.**

Jennifer Wyle  
Chair, Department Curriculum Committee

11/1/18  
Date

Rebecca J. Justeron  
Department Chair

11/2/18  
Date

**The College of** Communication and Education  
**has reviewed and approved this program discontinuation.**

Jennifer Wyle  
Chair/College Curriculum Committee

12/6/18  
Date

Angela Jutz  
College Dean

12/6/18  
Date

**The Graduate Council has reviewed and approved this program discontinuation**

Shawn Bulmeris  
Dean of Graduate Studies

1/16/18  
Date

**Send signature page with proposal attached to Curriculum Services at Undergraduate Education, zip 128**

Curriculum Review Completed

K. O. Gray  
1/23/19

\_\_\_\_\_  
Date **CSU Chico Curriculum Services**

**DEC 07 2018**

**RECEIVED**

## Discontinue Graduate Program: See EM 15-005

Note: As stated in EM 15-005: Although this document identifies many of the issues deemed essential for a thorough, open, and complete discussion and debate, those involved in pursuing program discontinuation should recognize that it would be inappropriate to judge all programs by the same standards or specify the range of information necessary to make a considered recommendation in each particular case. Therefore, the Academic Senate may 1) consider issues not specifically listed in this document and 2) recognize that some issues listed in this document may not be pertinent to a specific case. The goal is to help the Academic Senate reach an informed recommendation based on the evidence provided.

### Description and History of the Program:

- Provide a brief description of the program including:

- When it was approved and/or how long has it been in place at CSU, Chico

The certificate program has been in place at least since 2005 and perhaps several years earlier.

- History of the program, including its status as a major, option, minor, credential, or certificate,

The certificate was designed as a bundle of three previously existing MA in Education elective courses and an accompanying field experience for a 12-unit total program. The format allowed prospective or current community college instructors to enroll through Regional and Continuing Education. State-enrolled MA in Education students taking the same electives would also be enrolled in the courses.

- Status as a professional or pre-professional program.

The certificate units could be applied to the MA in Education, Curriculum and Instruction Option, if desired. Neither the MA in Education or the certificate program are subject to state accreditation requirements.

- Describe the relationship of the program to the University's Strategic Plan, College Strategic Plan, Academic Plan and other statements of mission, goals and values.

This certificate, when it was available especially in the early 2000s, was aligned with the mission of the Dept. of Education and the strategic plans of the College of Communication & Education and the University, especially with its service and outreach to educators in our service area. The mission statements and strategic plans have been updated several times in the last fifteen years. The certificate has not been offered and no one has inquired about it in over a decade.

- Who was it designed to serve (describe the student need)? What are the societal needs? (E.g., cultural, technological, economic, artistic, scientific). Are similar programs available elsewhere in the CSU?

The program was designed to serve an educational need in the region by providing community college instructors with a certificate that would demonstrate their professional growth and help them compete in a saturated job market.

## Discontinue Graduate Program: See EM 15-005

What is the status of the program now? Why should it be discontinued?

Paperwork to discontinue this certificate program was submitted in 2012. Apparently there was a clerical error. Years later we have been asked to resubmit the paperwork. We need to have this removed from the University Catalog.

- Was the program suspended or considered for suspension?

No

- What efforts have been made to sustain or improve the program? If there have been no efforts, please explain why efforts have not been made to improve the program (including suspension for purposes of re-evaluation [EM 13-057]).

After the primary course instructor retired, efforts were made to have other instructors teach courses within the certificate program. No faculty were interested, qualified, or had the capacity. Communication with local community colleges to sustain the program were unfruitful. For more than a decade no effort has been made to sustain the program because there have been no students enrolled or completing the program and very little interest expressed (perhaps 1-2 students or less inquire about the program annually).

- How many students does the program serve? What are recent trends in enrollment? What is the external demand for the program from an employment perspective?

The program has not served any students in 10-15 years. There has always been little-to-no demand. Before the last recession the program was able to continue with low enrollment numbers for a few years. The program always yielded low enrollment.

What are the shortcomings of the program that have led to the proposal to discontinue?

Before EO 1077 (2014) and rules about supplantation, the certificate program was able to bolster its course enrollment numbers by co-mingling state and self-support students. This survival technique is no longer an option. Data was never gathered and the certificate never underwent a fifth-year review. As a stand-alone certificate, there is too little interest and need for such a certificate.

- Describe current staffing levels, FTES and other information relevant to program performance.

No staff

- Describe the financial status of the program. Provide evidence of the relative expense or revenue of the program compared to similar programs.

No costs

- Provide additional evidence to support the discontinuation proposal. (If possible, reference original EM of approval so readers can go to that evidence.)

No student interest.

## **Discontinue Graduate Program: See EM 15-005**

### **Describe the consultation process and procedures:**

- Evidence of consultation with faculty, administrators, students, and related stakeholders in the collaborative preparation of the plan, assessment, and timeline. Evidence may include but is not limited to dates, times, minutes, and vote counts from meetings, lists of attendees, correspondence, etc.

Broad consultation took place in 2012 when the program was thought to be discontinued. More recently this issue was re-visited with School of Education faculty at a department meeting (10-9-18) and the School of Education curriculum committee. All approved the discontinuance. Minutes could be provided, if necessary.